

# Fire Officer I

## Variance Request Packet

The intent of this packet is to provide guidance to those persons requesting certification for Fire Officer I based on that person's prior experience, education, etc. in lieu of testing in a traditional manner. This packet, when completed, will serve as the supporting information to be presented to the Board of Firefighting Standards and Education "Board" for their review and approval, denial with conditions, or denial.

This packet is to be completed by the applicant and submitted to the Certifications Section of the Indiana Department of Homeland Security at least 30 days prior to the upcoming regularly scheduled meeting of the Board of Firefighting Standards and Education "Board." Any omitted or excluded information or documentation will automatically delay the request to the next regularly scheduled Board meeting.

### 655 IAC 1-2.1-8 Fire Officer I

Sec. 8. (a) The minimum training standards for Fire Officer I certification shall be as set out in that certain document, being titled as NFPA 1021, Standard for Fire Officer Professional Qualifications, Chapter 4, 2009 Edition, published by NFPA, Batterymarch Park, Quincy, Massachusetts 02269, which is hereby adopted by reference and made a part of this rule as if fully set out in this rule. To the extent that Chapter 4 requires compliance with another NFPA standard, such standard shall be that which is referred to in Chapter 2.

(b) The candidate shall have been certified as:

- (1) at least a Firefighter II or First Class Firefighter for a period of at least one (1) year prior to the date of application;
- (2) a Fire Officer-Strategy and Tactics; and
- (3) an Instructor I.

**Prerequisites:** This certification has the following prerequisites:

- |                                  |                                      |                                                         |
|----------------------------------|--------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Do Have | <input type="checkbox"/> Do not have | First Class Firefighter or Firefighter II for one year. |
| <input type="checkbox"/> Do Have | <input type="checkbox"/> Do not have | Shall have been an Instructor I                         |
| <input type="checkbox"/> Do Have | <input type="checkbox"/> Do not have | Fire Officer Strategy and Tactics                       |

A copy of supporting documents such as the certificate or other compelling information is required to proceed with this packet.

**Variance Request Requirements:**

Candidates must have a minimum of 30 points in Education and Experience (5 of which must be in experience) to qualify for variance consideration. The candidate must clearly spell out why the degree that they have should count for the certification for which they are applying. Draw linkages between the degree and the certification. This must be provided in the applicants' statement below when describing the reason for the request."

**Education** (Check the highest level only)

- ☐ Doctorate or Masters Degree- 40 points
- ☐ Bachelors Degree- 30 points
- ☐ Associates Degree- 20 points
- ☐ Academic Certificate- 10 points
- ☐ Executive Fire Officer Certificate through the National Fire Academy- 30 points
- ☐ Any Fire Science degree- 10 additional points (above whatever degree is checked)

\_\_\_\_\_Total Education Points

**Experience** (My date of hire is: \_\_\_\_\_)

☐ 20 years and above- 2 points per year    Total\_\_\_\_\_

☐ 15 years to 19 years- 2 points per year    Total\_\_\_\_\_

☐ 10 years to 14 years- 2 points per year    Total\_\_\_\_\_

☐ 5 years to 9 years- 1 point per year    Total\_\_\_\_\_

☐ Less than 5 years- 1 point per year    Total\_\_\_\_\_

\_\_\_\_\_Total Experience Points

Please include, at a minimum, the following:

☐ -a letter of recommendation from your Supervisor or Fire Chief

☐ -a completed Fire Officer I Practical Skills Evaluation Check List

☐ -copies of any and all transcripts for any degree that you claim above

☐ -copies or proof of any and all certifications that you claim above

☐ -a brief statement (less than 500 words) of your reason for this request

**Total Points:**    \_\_\_\_\_Education

\_\_\_\_\_Experience

\_\_\_\_\_Total Points (30 points required, 5 of which are from experience)

**State Certifications Section disposition:**

Reviewed by:\_\_\_\_\_

Recommendation:    Approve

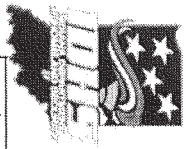
Deny

Reason for denial:

**Board Action:**

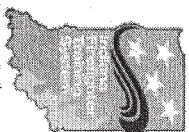
Approve

Deny



# DIVISION OF TRAINING

## FIRE OFFICER I PRACTICAL SKILL EVALUATION CHECK SHEET



Student Name (Last, First, MI)				
Driver's License Number		Firefighter PSID Number		
Fire Department / Agency		County		
Test Location		IDHS Course Number		
Emergency Service Delivery	NFPA 1021, 2009 Edition, 4.5.2	Date	Pass / Fail	Evaluator Signature
	NFPA 1021, 2009 Edition, 4.4.2			
	NFPA 1021, 2009 Edition, 4.6.1			
	NFPA 1021, 2009 Edition, 4.6.2			
Human Resource Management	NFPA 1021, 2009 Edition, 4.2.1			
	NFPA 1021, 2009 Edition, 4.6.3			
Inspection and Investigation	NFPA 1021, 2009 Edition, 4.5.3			
Human Resource Management	NFPA 1021, 2009 Edition, 4.2.2			
	NFPA 1021, 2009 Edition, 4.2.6			
	NFPA 1021, 2009 Edition, 4.2.3			
	NFPA 1021, 2009 Edition, 4.2.4			
	NFPA 1021, 2009 Edition, 4.2.5			
Community and Government Relations	NFPA 1021, 2009 Edition, 4.3.1			
	NFPA 1021, 2009 Edition, 4.3.2			

Turn over to complete information required on the back of this examination report.



# DIVISION OF TRAINING

## FIRE OFFICER I PRACTICAL SKILL EVALUATION CHECK SHEET



Community and Government Relations	NFPA 1021, 2009 Edition,	4.3.3		
Administration	NFPA 1021, 2009 Edition,	4.4.1		
	NFPA 1021, 2009 Edition,	4.4.3		
Health and Safety	NFPA 1021, 2009 Edition,	4.7.1		
	NFPA 1021, 2009 Edition,	4.7.2		

This check off sheet is intended to be used as a record of a student's performance of each skill listed and its associated NFPA objective. This sheet will serve as the permanent record for the practical skills testing of the Fire Officer I certification. This sheet should be used for the evaluation of the student; however, the Evaluator should refer to the Evaluator handbook, and NFPA standards for additional guidance on the proper completion of the demonstrated skill. REMEMBER: A skill may not be evaluated by the instructor who taught that skill. REPORT ANY ERRORS OR PROBLEMS TO THE IDHS CERTIFICATION SECTION 1-800-666-7784.

### LEAD EVALUATOR CERTIFICATION OF SKILLS

I certify that the student identified on this form has successfully completed all practical skills listed. Falsification of this information may result in disciplinary action against the Instructor or Evaluator by the Board of Fire Fighter Personnel Standards and Education.

Name		Signature	
Certification Number		Date Signed	

## **NFPA 1021 Standard for Fire Officer Professional Qualifications 2009 Edition**

This document is intended to be used as a guide when applying for a variance with the IAC 655 Board of Personnel Firefighter Standards and Education. Individuals are encouraged to refer directly to the NFPA Standards for technical guidance in determining their completion of the requisite Job Performance Requirements (JPR's). What is contained here is a 'plain English' version of those requirements. Persons wishing to apply for a variance with the Board must clearly document how they have met all of the requirements described below.

### **Chapter 4 Fire Officer I**

#### **4.1.1 General Prerequisite Knowledge.**

Persons seeking to obtain Fire Officer I are expected to be extremely knowledgeable about many things related to the fire service including, organization of the department, geographical concerns, operating procedures, administration, emergency operations, incident management, safety, budgeting, recordkeeping, fire prevention, building codes, ordinances applicable to the jurisdiction, current trends, technologies, socioeconomic and political factors that affect the fire service, cultural diversity, supervisory methods, the rights of management and members, labor laws, contracts, ethics, and professional practices.

#### **4.2 Human Resource Management.**

These JPR's are designed to evaluate your ability to supervise people and evaluate their performance, both at emergency incidents and while doing general duties.

**4.2.1 Describe how through experience or training, you:** Assigned tasks or responsibilities to unit members, while at an emergency incident, so that the instructions were complete, clear, and concise, safety issues were addressed and the goals accomplished.

**4.2.2 Describe how through experience or training, you:** Assigned tasks under nonemergency conditions so that the instructions are complete, clear, and concise, safety issues were addressed and the outcome successful.

**4.2.3 Describe how through experience or training, you:** Safely directed unit members during a training evolution, in accordance with your policies and procedures.

**4.2.4 Describe how through experience or training, you:** Recommended action for member-related problems that required the member assistance program, and was within the established policies and procedures.

**4.2.5 Describe how through experience or training, you:** Have applied human resource policies and procedures to a problem or a specific situation within your department.

**4.2.6 Describe how through experience or training, you:** When given a list of projects and tasks, you coordinated the completion of them, so that assignments were prioritized, a plan for

the completion of each assignment was developed, and members that were assigned to specific tasks, supervised, and held accountable for the tasks.

#### **4.3 Community and Government Relations**

This duty involves dealing with inquiries of the community from the public and your ability to clearly communicate your department's role.

**4.3.1 Describe how through experience or training, you:** Initiated action on a community need, so that the need was addressed. This could include car seat programs, pool safety programs or other identified needs of your community.

**4.3.2 Describe how through experience or training, you:** Initiated action on a citizen's concern, using your policies and procedures, so that the concern was answered.

**4.3.3 Describe how through experience or training, you:** Responded to a public inquiry, so that the inquiry was answered accurately, courteously, and in accordance with applicable policies and procedures.

#### **4.4 Administration.**

This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level.

**4.4.1 Describe how through experience or training, you:** Recommended changes to existing departmental policies and/or implemented a new departmental policy.

**4.4.2 Describe how through experience or training, you:** Performed routine unit-level administrative functions, showing that reports and logs were completed and files were maintained in accordance with policies and procedures.

**4.4.3 Describe how through experience or training, you:** Prepared a budget request in the proper format and it was supported with data.

#### **4.5 Inspection and Investigation.**

This duty involves conducting inspections, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence.

**4.5.2 Describe how through experience or training, you:** Developed a pre-plan for an occupancy that identified the construction, alarm, detection, and suppression systems and features designed to prevent the spread of fire, heat, and smoke throughout the building.

**4.5.3 Describe how through experience or training, you:** Effectively secured an incident scene.

#### **4.6 Emergency Service Delivery.**

This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan.



**4.6.1 Describe how through experience or training, you:** Developed an initial action plan for an incident and assigned emergency response resources.

**4.6.2 Describe how through experience or training, you:** Implemented an action plan at an emergency operation.

**4.6.3 Describe how through experience or training, you:** Developed and conducted a single unit post-incident analysis.

**4.7 Health and Safety.**

This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**4.7.1 Describe how through experience or training, you:** Effectively applied safety regulations at the unit level, so that required reports were completed, in-service training was conducted, and member responsibilities were conveyed.

**4.7.2 Describe how through experience or training, you:** Conducted an initial accident investigation in accordance with policies and procedures of the AHJ.